EMERGENCY SERVICES DIVISION	Procedure No. EP-SOP-2.11
PROCEDURE	Revision No. 0
BROOKHAVEN NATIONAL LABORATORY	**PAGE** 1 **OF** 3

Procedure Title: Emergency Information Center Activation and Operation

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http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm

1.0 PURPOSE

The purpose of this procedure is to provide instructions for activation of the Emergency Information Center (EIC).

2.0 RESPONSIBILITIES

2.1 The Fire Rescue and Security Group is responsible for informing the Public Information Officer (PIO) of any declared emergency as specified in the Laboratory Emergency Plan.

2.2 The PIO is responsible for coordinating all information releases from BNL during an emergency. This includes responsibility for developing press releases, establishing the Emergency Information Center, and coordination of the release of information to employees, the public, the media, Federal, State and local officials, and other key stakeholders.

2.3 The Emergency Information Center Manager is responsible for managing the set up and activation of the EIC. (Attachment A)

2.4 The Media Briefing Coordinator is responsible for assisting the EIC Manager in directing media, conducting briefings and distributing information to the media. (Attachment B)

2.5 The Community Briefing Coordinator is responsible for responding to public inquiries, call outs to key stakeholders and other communications as directed by the EIC Manager. (Attachment C)

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2.6   Administrative Support Staff is responsible for setting up and activating the EIC, assisting in employee information, rumor control and media monitoring under the direction of the EIC Manager. (Attachment D)

3.0   DEFINITIONS

3.1   Emergency Information Center (EIC) – The facility designated as the location for the coordinated release of information to employees, the public and the media regarding an emergency and actions, if any, that are to be taken. The EIC is located in Bldg. 134 within the CEGPA Directorate offices. The alternate center on-site is located in Building 599, dedicated to the Emergency Operations Center.

4.0   PREREQUISITES

4.1   A Site Area Emergency or General Emergency has been declared at BNL

4.2   Activation of the EIC at an Alert Emergency Classification is optional and is at the discretion of the Incident Commander or Crisis Manager based upon recommendations from the PIO

4.3   The PIO has elected to activate the EIC to accommodate anticipated media attention or public interest

5.0   PRECAUTIONS

None

6.0   PROCEDURE

6.1   The EIC Manager, when assigned by the PIO, will establish the EIC in accordance with the attached checklists A through D.

6.2   The EIC Manager shall notify the PIO when the EIC is activated and ready to receive media representatives and calls from the public.

6.3   The EIC Manager shall keep the PIO informed of media, public and employee issues identified at the EIC.

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7.0   IMPLEMENTATION AND TRAINING

In accordance with the training requirements specified in the training management database

8.0   REFERENCES

8.1   BNL Emergency Public Information Plan

8.2   DOE Order 151.1B Comprehensive Emergency Management System

9.0   ATTACHMENTS

9.1   A – EIC Manager Checklist
9.2   B – Media Briefing Coordinator Checklist
9.3   C – Community Briefing Coordinator Checklist
9.4   D – Administrative Support Checklist